

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

**CLASSIFICATION: SUPERVISING TRANSPORTATION PLANNER  
(PENDING DEPARTMENT OF FINANCE APPROVAL)**

**POSITION TITLE: OFFICE CHIEF**

**SALARY: \$6779 - \$7474**

**LOCATION: HEADQUARTERS – SACRAMENTO**

**FINAL FILING DATE: NOVEMBER 4, 2008**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Chief, Division of Transportation Planning, a CEA III, the Supervising Transportation Planner plans, organizes and manages the work of the Office of Regional and Interagency Planning, including oversight and direction of the federal, regional, and interagency transportation planning; developing and implementing policies and strategies in response to federal and state transportation and environmental legislation and regulations; developing policy and guidance for the development of Overall Work Programs (OWP) by regional agencies; general oversight of the Regional Transportation Plan (RTP) process; administration of the Regional Blueprint Program; technical assistance on transportation related air quality issues and departmental liaison with Native American Tribal Governments. Responsible for the general oversight of legislative bill analysis impacting the regional planning process and contact with and assistance to the Regional Caltrans-Coordination Group, Rural Counties task Force, Caltrans Native American Advisory Committee and other interagency groups; and responsible for personnel functions of the office. Responsibilities include, but are not limited to:

- Provides direction and innovation to develop and implement policies, priorities, formulas and procedures. Provides technical, program and policy-related information and guidance to the districts, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), State agencies and other external agencies. Ensures statewide

**SUPERVISING TRANSPORTATION PLANNER  
JX72 – 4725 – 8MSP45**

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DEPARTMENT OF TRANSPORTATION**

consistency in overall quality, activities and products. Integrates project development and environmental concerns into regional transportation planning and transportation improvement program development. Represents the Department and the Division of Transportation Planning in functions relating to development of OWPs, RTPs, and the Federal and State funding provided to the MPOs/RTPAs to carry out these activities. Manages the Regional Blueprint Program and acts as liaison with other State agencies and regional partners in the development of the Regional Blueprint Plans.

- Monitors and evaluates Federal and State transportation-related legislation, regulations, guidance and procedures. Initiates the Department's response and strategies to anticipate and resolve issues and concerns.
- Provides management oversight to the Caltrans Native American Advisory Committee. Identifies and advocates actions to improve government-to-government relationships between governments, including between the Indian Tribes of California and transportation agencies throughout California.
- Participates in and leads special studies and task forces to assure that Federal and State planning and programming requirements are satisfied; identifies and examines opportunities to optimize transportation planning and program activities and funds; and identifies conflicts and issues for early resolution.
- Responds quickly to the Agency Secretary and top department managers on special assignments and information requests.
- Manages office issues related to organization, scheduling, training and staff development, performance evaluation, safety and specific personnel issues.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

#### **Or II**

**Experience:** Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Department's budgeting process; Department's equal employment opportunity program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; supervisor's role in safety, health, labor relations and the Department's equal employment opportunity program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of the Department of Transportation.

**Ability to:** Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to the Department's safety, health, labor relations, and equal employment opportunity program objectives. Provide direction of the analysis of transportation and environmental planning studies.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

Only the most qualified candidates will be interviewed. In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to think strategically, identify important variables and options, and independently take effective action.
- Demonstrated ability to manage and direct transportation program activities.
- Demonstrated ability to work with multi-disciplinary teams as an effective leader and participant.
- Demonstrated ability to initiate, develop, and maintain positive relationships with other agencies and interest groups.
- Demonstrated knowledge and ability to analyze and implement legislation and regulations.
- Demonstrated ability to develop and implement innovative and effective solutions for transportation problems.
- Demonstrated knowledge of federal regulations and State statutes regarding transportation planning.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678), which includes civil service titles and dates of experience. The application should specify the **classification; position title and the MSP number 8MSP45**.
- No faxed or e-mail applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position and should address each Position Specific Qualification as stated above. **The Statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **NOVEMBER 4, 2008**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (8MSP45)  
1727 30<sup>th</sup> Street, MS-86  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TTY line at (916) 227-7857 for assistance.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*